

Food and Drug Administration
Department of Health
Filinvest Civic Drive, Alabang Muntinlupa City

NOTICE OF VACANCY
HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (5) Food-Drug Regulation Officer I
PAY RATE: SG 11 (Php 23,877/month)
OFFICE: Center for Food Regulation and Research


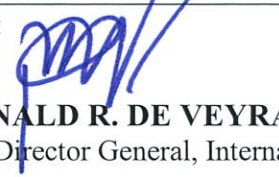

QUALIFICATION STANDARD	
Education	Bachelor’s Degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility

End User’s Preference
Education: Preferably with Bachelor’s Degree in Food Technology, Nutrition and Dietetics, Food Science, Microbiology, Chemistry or other related courses.
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility
Attitude/Values: With good moral character, detailed-oriented, ability to work with minimal supervision and willing to work on extended hours.

- Job Description:**
1. Evaluates and process license-to-operate (LTO)/ Certificate of Product Registration (CPR) applications;
 2. Assist in the development of standards and regulation of processed food products;
 3. Evaluate and process product verifications and handle consumer complaints;
 4. Provide technical assistance related to compliance to LTO/CPR regarding CFRR regulations including Food Safety to clients/stakeholders;
 5. Assist in the drafting of public advisories on unregistered food products and creating information, Education and communication materials related to food safety;
 6. Draft written communications; and
 7. Perform other related functions as may be assigned.

Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.

- 1. Application Letter;
- 2. Duly Accomplished Personal Data Sheet (CS Form 212) (Downloadable @ fda website- Careers area);
- 3. Certified True Copy of Eligibility;
- 4. Certified True Copy of Diploma and Transcript of Record ;
- 5. Certificate of Attendance to training/s, if any;
- 6. NBI Clearance;
- 7. Certificate of Employment/Service Records

Noted by:  PILAR MARILYN M. PAGAYUNAN Director IV, Center for Food Regulation and Research	Approved by:  ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General, Internal Management 
---	---

Date of Posting: 23 MAR 2023 |
Deadline of Submission: 30 MAR 2023